

22 NOV 1988

MEMORANDUM FOR: Executive Director
Director, Intelligence Community Staff
Inspector General
Director, Systems Integrated Office
Chairman, National Intelligence Council
General Counsel
~~Director, Office of Congressional Affairs~~
Comptroller
Director, Office of Public Affairs
Chairman, Security Evaluation Office
Chief, DCI Admin

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FROM:

DCI Area Secretarial Coordinator

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SUBJECT: Secretarial Assistance for Clerical Recruiters

1. The Recruitment Operations Division (ROD) of the Office of Personnel has expanded scheduled clerical recruitment trips in an effort to satisfy future clerical staffing requirements. This expanded effort will require additional personnel to accompany clerical recruiters to render administrative assistance in the setting up, testing, and handling of applicants.

2. Agency secretaries are needed to perform these very vital tasks. As the directorate focal point for secretaries, I am asking for volunteers to accompany recruiters on trips in the future. Independent office heads should be aware that offices must be able to cover a volunteer's regular work through their respective office resources. There is no guarantee of floater backup availability. Of course, whenever possible, DCI Admin will try to accommodate with floater assistance. Specifically, this requirement is not addressed to any particular grade level but personal attributes such as positive attitude toward the Agency and willingness to work are factors to be considered when nominating an individual. This recruiting effort will be a continuous effort until next summer. Secretaries will not be allowed to choose the location of the trip. Individual components will be responsible for their secretary's travel expenses.

3. The designation of a secretary to assist in the recruitment effort does not allow or imply that successful candidates will be earmarked for any particular office. Secretaries are expected to assist in setting up the conference room, administering and grading SET tests, and speaking very briefly with applicants on the applicant process and expenses in the Washington area, in addition to answering any questions the applicant may have on the IS System.

4. These recruiting trips are from one to three days in duration. If more information is needed, please call me

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